



**MONTANA STATE HOSPITAL  
MENTAL HEALTH CENTER  
POLICY AND PROCEDURE**

**VERIFICATION OF  
LICENSURE AND CERTIFICATION**

**Effective Date:** January 10, 2003

**Policy #:** TCU-11

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**I. PURPOSE:** To provide a systematic method, which ensures current licensure, certification or registration for employees.

**II. POLICY:**

- A. Personnel required to be licensed by state law or hospital policy must ensure such license, certification or registration is kept current. Employees who do not maintain their licensure will be removed from their position. The employee may be assigned to another position for which they are qualified or terminated from employment.
- B. New employees must provide documentation of licensure prior to employment. The Human Resource Office will maintain copies of current licensure, certification or registration in personnel files. Employees must maintain their license in order to maintain their employment. Any substantiated incident which places the employee's license, certification or registration at risk will be reported to the appropriate authority by the Human Resources office in conjunction with the appropriate disciplinary process.

*All physicians and dentists are covered under a separate MSH policy.*

**III. DEFINITIONS:**

- A. Licensure- The official or legal permission to practice in an occupation, as evidenced by documentation issued by a state in the form of a license or registration.
- B. Certification- Credentialing of qualifications for certain MSH employees which ensures a minimal knowledge base.

**IV. RESPONSIBILITIES:**

- A. Human Resources - The Human Resource Office will ensure that a copy of pertinent licenses for all new and current employees is kept in the personnel file. The Human Resource Office will notify supervisors of pending expiration of any license or certification.
- B. Supervisors - are responsible for ensuring that all licenses are renewed prior to the expiration date. A copy of the current license will be kept in the personnel file located at the Human Resources Office.

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If a license expires, the Human Resources Office must notify the employee and the employee's supervisor that he/she cannot work in his/her current position unless proof of current licensure is presented.

- C. Employee - all employees are required to maintain certification, licensure or registration if required for their position at Montana State Hospital

#### V. PROCEDURE:

- A. The Human Resources Office will verify possession of a current license, certification or registration for all covered employees during the initial processing for employment.
- B. Thirty days prior to expiration of an employee's license the Human Resource Office will notify the employee and the employee's supervisor of the need to submit a renewed license, certification

VI. **REFERENCES:** Administrative Rules of Montana, Mental Health Center: Personnel Records 37.106.1918

VII. **COLLABORATED WITH:** Director of Human Resources, Director of Nursing Services, Team Leaders, and Director of Quality Improvement

VIII. **RESCISSIONS:** Policy #TCU-11-99-N, *Verification of Licensure and Certification* dated July 28, 1999.

IX. **DISTRIBUTION:** TCU Policy and Procedure Manuals

X. **REVIEW AND REISSUE DATE:** January 2006

XI. **FOLLOW-UP RESPONSIBILITY:** RN Supervisors of the Montana State Hospital Mental Health Center.

XII. **ATTACHMENTS:** None

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Ed Amberg  
Hospital Administrator

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Thomas Gray, MD  
Medical Director

Date